

STATINTL

TO:

[Redacted]

DATE: April 7, 1965

FROM: Evert T. Little, Admissions Officer, FSI

SUBJECT: Applications to Area and Country Study Programs.

Our three-week Area and Country Study Programs, as you know, have been tailored to the needs of the participants as much as possible. You are entitled to the best possible service in this regard, and we intend to continue providing it. Sometimes, however, our hard working course chairmen, trying to be as helpful as possible, have felt it necessary to wait until the last moment to put their programs in final form so that they could be responsive to the needs of even the late registrants. Such an effort to look out for their students' interest is commendable, but we have recently concluded that it might be a bit misplaced. First, to a certain extent, it penalizes the agencies who register their employees for the courses in a timely fashion. Secondly, the guest speaker who can be gotten at the last moment is often not the best who could otherwise have been obtained.

Accordingly, we believe we can provide everyone better service if we reach two decisions a little earlier than they have been made in the past:

(1) whether enough students have registered for each area course to justify arranging the usual full program of formal lectures for each area, and, if so,

(2) what country and functional emphasis, if any, the course should have.

We shall take our final reading on these questions two weeks before the courses are scheduled to begin, on the basis of the Requests for Training (Forms DS-755) received by the Institute by that time, e.g., by close of business Friday, April 9 in the case of the courses scheduled to begin Monday, April 26. We shall, of course, accept registrations after that cut-off point, but the chairmen will no longer make adjustments in their programs to benefit those who register later. In short, this will merely place whatever burden there is where I am sure you agree it belongs, on the late comers.

We welcome comments or suggestions from you about this, or concerning any other improvements we might be able to make in our programs.

25 YEAR RE-REVIEW